

# AFSEC STUDENTS - KIRTLAND AFB - WELCOME INFORMATION

24 Sep 24

Congratulations on your selection to attend an Air Force Safety Center (AFSEC) course at Kirtland AFB!  
Please see the below information:

## **HQ AFSEC Address:**

Bldg 24499, 1<sup>st</sup> floor  
9700 G. Avenue SE  
Kirtland AFB, NM 87117

Google Maps: Enter in the search bar: "AF Safety Center, G Avenue SE, Albuquerque, NM"

## **Base/Local Maps:**

Maps of Albuquerque and Kirtland AFB, NM, as well as directions to AFSEC:

- <https://www.safety.af.mil/Divisions/Training-and-Force-Development-Division/Maps/>

## **Gate hours/Information:**

Current gate information on the Kirtland AFB webpage:

- <https://www.kirtland.af.mil/About-Us/Fact-Sheets/Display/Article/3001593/gate-hours/>

## **Lodging Information:**

On-base lodging reservations have been made for all TDY students attending courses held at AFSEC, Kirtland AFB. See Enclosure 1 for FY25 Group Reservation Numbers for each class.

Students are responsible for confirming lodging reservations with the Kirtland Inn prior to arrival by providing a government credit card number and the applicable group reservation number. Please contact the Roadrunner Inn Reservation line at DSN 246-9653/9663 (Comm 505-846-9653/9663).

Additional Roadrunner Inn information: [Roadrunner Inn Lodging | Kirtland Force Support](#)

## **Students Allocated an AETC/TDY-to-School Funded Quota:**

Refer to the TDY-to-School Handbook, 25 Jul 24, paragraph 1.11, for specific directions on completing the lodging module in DTS when creating TDY orders, along with other travel order guidance:

<https://tdyotoschool.us.af.mil/login/>.

### **Student Reporting Instructions:**

Class begins at 0730 on the first day. Please check the marquee board in the AFSEC lobby for specific classroom number for each course.

AMIC/ASPM/BPC-COS Combo/MINA/RM/SMC/SMIC Students: Prerequisites are mandatory and must be completed before class start date.

The “**AFSEC Course Prerequisites**” document is available on the AFSEC Training & Force Development Division public website:

- <https://www.safety.af.mil/Divisions/Training-and-Force-Development-Division/>

### **Uniform/Civilian Attire Requirements:**

Military members must attend class in the appropriate uniform of the day and meet dress and appearance standards IAW DAFI 36-2903, *Dress and Personal Appearance of Department of the Air Force Personnel*. Civilian members must wear business casual attire. Shorts, tank tops, and athletic wear are examples of inappropriate attire.

### **Course Material:**

Course materials are available for viewing and download at the following AF Safety University portal link:

- <https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPagelId=sF575FC8E259941D40125A29E9A7C00EF>

\*\*Hard copies of course materials are not provided and cannot be printed on AFSEC government printers. If you would like a hard copy of the course material, please print, and bring the copy with you to class.

### **AFSEC Training and Force Development Websites:**

- Public: <https://www.safety.af.mil/Divisions/Training-and-Force-Development-Division/>
- Portal: <https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPagelId=s6925EC1335180FB5E044080020E329A9>

### **Safety University Graduates:**

We encourage you to join a discussion group with students (past, present and/or future) at the below link to address questions, comments, and/or concerns:

- <https://www.my.af.mil/gcss-af/USAF/group?groupId=g827A147E5017113801503EDA1F00234E>

## **Contact Information:**

Course Managers:

AMIC/ASPM/HFWSP/RM/SMC: DSN 246-4093

BPC/BPC-COS/IFSO/MINA/SMIC: DSN 246-9511

**NOTE:** You may call other course manager phone numbers above if you can't reach your primary course manager. You may also contact the course managers at the AFSEC/SETM Org Box e-mail address:

[afsec.setm@us.af.mil](mailto:afsec.setm@us.af.mil).

Branch Chiefs ([afsec.set@us.af.mil](mailto:afsec.set@us.af.mil)):

- Training Development (AFSEC/SETD): Safety U, myLearning CBTs; Accreditation; Course Material; Critiques; Graduate Assessment Surveys; SMC & MINA Instructor (DSN 263-8460)
- Training Instruction (AFSEC/SETI): AMIC, ASPM, IFSO, RM, and SMIC Instructors (DSN 246-0932)
- Training Management (AFSEC/SETM): Course Information; Quotas; Eligibility; BPC and BPC-COS Management (DSN 246-1613)

Deputy Division Chief, Training and Force Development: DSN 246-0932

Division Chief, Training and Force Development: DSN 246-4082

Commercial: (505) 846-xxxx; (505) 853-xxxx

ENCLOSURE 1

**FY25 Class Schedule of AFSEC-Managed Courses  
(As of 19 Sep 24)**

| Class   | Arrival Date      | Start Date | Grad Date | Departure Date | # Rooms | Confirmation # & Cutoff Date  |
|---|-------------------|------------|-----------|----------------|---------|-------------------------------|
| <b>Aircraft Mishap Investigation (AMIC) - WCIP 05A (PDS: PZW)</b>   |                   |            |           |                |         |                               |
| AMIC 2025A  | 1 day before CSD  | 21-Oct-24  | 8-Nov-24  | 9-Nov-24       | 30      | No rooms for 1st week- Non- A |
| AMIC 2025B  | 1 day before CSD  | 2-Dec-24   | 20-Dec-24 | 21-Dec-24      | 30      | 20340096415 & 18 NOV 2024     |
| AMIC 2025C  | 1 day before CSD  | 13-Jan-25  | 31-Jan-25 | 1-Feb-25       | 30      | 20340080927 & 30 DEC 2024     |
| AMIC 2025D  | 1 day before CSD  | 27-Jan-25  | 14-Feb-25 | 15-Feb-25      | 30      | 20340096417 & 13 JAN 2025     |
| AMIC 2025E  | 1 day before CSD  | 24-Feb-25  | 14-Mar-25 | 15-Mar-25      | 30      | 20340096418 & 10 FEB 2025     |
| AMIC 2025F  | 1 day before CSD  | 3-Mar-25   | 21-Mar-25 | 22-Mar-25      | 30      | 20340096419 & 17 FEB 2025     |
| AMIC 2025G  | 1 day before CSD  | 31-Mar-25  | 18-Apr-25 | 19-Apr-25      | 30      | 20340096420 & 17 MAR 2025     |
| AMIC 2025H  | 1 day before CSD  | 7-Apr-25   | 25-Apr-25 | 26-Apr-25      | 30      | 20340096421 & 24 MAR 2025     |
| AMIC 2025I  | 1 day before CSD  | 28-Apr-25  | 16-May-25 | 17-May-25      | 30      | 20340096422 & 14 APR 2025     |
| AMIC 2025J  | 1 day before CSD  | 5-May-25   | 23-May-25 | 24-May-25      | 30      | 20340096423 & 21 APR 2025     |
| AMIC 2025K  | 1 day before CSD  | 21-Jul-25  | 8-Aug-25  | 9-Aug-25       | 30      | 20340096424 & 07 JUL 2025     |
| AMIC 2025L  | 1 day before CSD  | 14-Jul-25  | 1-Aug-25  | 2-Aug-25       | 30      | 20340096425 & 23 JUN 2025     |
| AMIC 2025M  | 1 day before CSD  | 11-Aug-25  | 29-Aug-25 | 30-Aug-25      | 30      | 20340096426 & 28 JUL 2025     |
| AMIC 2025N  | 1 day before CSD  | 8-Sep-25   | 26-Sep-25 | 27-Sep-25      | 30      | 20340096427 & 25 AUG 2025     |
| <b>SATP [Int'l] Flight Safety Officer (IFSO) - WCIP 05U (PDS: 15R)</b>  |                   |            |           |                |         |                               |
| IFSO 2025A  | 5 days before CSD | 3-Mar-25   | 11-Apr-25 | 12-Apr-25      | 30      | 20340096428 & 11 FEB 2025     |
| IFSO 2025B  | 5 days before CSD | 5-May-25   | 13-Jun-25 | 14-Jun-25      | 30      | 20340096429 & 15 APR 2025     |
| IFSO 2025C  | 5 days before CSD | 4-Aug-25   | 12-Sep-25 | 13-Sep-25      | 30      | 20340096431 & 15 JUL 2025     |
| <b>Safety/Accident Investigation Board President (BPC)/ Chief of Safety (COS) Combo - WCIP 05B (PDS: EAE)</b> |                   |            |           |                |         |                               |
| BPC-COS 2025A   | 1 day before CSD  | 9-Dec-24   | 13-Dec-24 | 14-Dec-24      | 15      | 20340096433 & 25 Nov 2024     |
| BPC-COS 2025B   | 1 day before CSD  | 3-Feb-25   | 7-Feb-25  | 8-Feb-25       | 15      | 20340096434 & 20 JAN 2025     |
| BPC-COS 2025C   | 1 day before CSD  | 24-Mar-25  | 28-Mar-25 | 28-Mar-25      | 15      | 20340096435 & 17 FEB 2025     |
| BPC-COS 2025D   | 1 day before CSD  | 5-May-25   | 9-May-25  | 10-May-25      | 15      | 20340096436 & 21 APR 2025     |
| BPC-COS 2025E   | 1 day before CSD  | 21-Jul-25  | 25-Jul-25 | 26-Jul-25      | 15      | 20340096437 & 07 JULY 2025    |
| BPC-COS 2025F   | 1 day before CSD  | 15-Sep-25  | 19-Sep-25 | 20-Sep-25      | 15      | 20340096438 & 09 SEP 2025     |
| <b>Mishap Investigation Non-Aviation (MINA) - WCIP 059 (PDS: 19Q)</b>   |                   |            |           |                |         |                               |
| MINA 2025A  | 1 day before CSD  | 2-Dec-24   | 13-Dec-24 | 14-Dec-24      | 30      | 20340096439 & 18 NOV 2024     |
| MINA 2025B  | 1 day before CSD  | 3-Feb-25   | 14-Feb-25 | 15-Feb-25      | 30      | 20340096440 & 20 JAN 2025     |
| MINA 2025C  | 1 day before CSD  | 14-Apr-25  | 25-Apr-25 | 26-Apr-25      | 30      | 20340096441 & 31 MAR 2025     |
| MINA 2025D  | 1 day before CSD  | 2-Jun-25   | 13-Jun-25 | 14-Jun-25      | 30      | 20340096442 & 19 MAY 2025     |
| MINA 2025E  | 1 day before CSD  | 11-Aug-25  | 22-Aug-25 | 23-Aug-25      | 30      | 20340096443 & 28 JUL 2025     |
| <b>Space Mishap Investigation Course (SMIC) - SMIC001 (PDS: 20S)</b>  |                   |            |           |                |         |                               |
| SMIC 2025A  | 1 day before CSD  | 3-Feb-25   | 14-Feb-25 | 15-Feb-25      | 30      | 20340096444 & 20 JAN 2025     |
| SMIC 2025B  | 1 day before CSD  | 28-Jul-25  | 8-Aug-25  | 9-Aug-25       | 30      | 20340096445 & 14 JUL 2025     |